

REQUEST FOR APPLICATION For the Accessible Taxi Grants

FY 2008

Issued by:
The Government of the District of Columbia
District of Columbia Taxicab Commission

2041 Martin Luther King Avenue, SE, Suite 204
Washington, DC 20032
Leon Swain, Jr., Chairman
<http://dctaxi.dc.gov>

The District of Columbia's Taxi Commission invites the submission of applications for matching grant to help establish wheelchair-accessible taxi service in the District of Columbia.

ANNOUNCEMENT DATE:	March 26, 2008
SOLICITATION HEARING	April 1, 2008
RFA RELEASE DATE:	April 1, 2008
APPLICATION SUBMISSION DEADLINE:	April 17, 2008

NOTE: Although the legislation permits use of the funds for loans and grants, this RFA is being used for grants only.

LATE APPLICATIONS **WILL NOT** BE FORWARDED TO THE REVIEW PANEL

NOTICE

***SOLICITATION OF
DISTRICT OF COLUMBIA TAXICAB COMMISSION
WHEELCHAIR ACCESSIBLE GRANTS***

ATTENDANCE RECOMMENDED



WHEN: *Tuesday, April 1, 2008*

WHERE: *District of Columbia Taxicab Commission
2041 Martin Luther King Avenue, SE
Suite 204 – Hearing Room
Washington, DC 20020*

TIME: *10:00am until 11:30 am*

CONTACT PERSONS: *Sherry Tillman
DC Taxicab Commission
(202) 645-6018*

*Bill Rice
Office of Disability Rights
(202) 724-9298*

Checklist for Application

- The Applicant/Company must respond to all sections of the Request for Application.
- The Application is printed on 8 ½ x 11-inch paper, double spaced, on one side, using 12 point-type with one-inch margins.
- The Application is no more than 15 pages in length.
- The Applicant/Company is submitting six copies of the application: the original and required five (5) copies.
- The Application is submitted to the District of Columbia Taxicab Commission no later than 3:00p.m., EST on the deadline date of April 17, 2008.

NOTE:

Your Request for Application (RFA) will be reviewed to ensure all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadlines will not be considered for funding.

You will be notified on or before April 25, 2008 if you have been approved for a grant. If you are approved for funding and are applying for funding with the New Freedom or JARC programs, the District of Columbia Taxicab Commission will provide you with a Letter of Commitment to be attached to your New Freedom or JARC application.

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1. INTRODUCTION

The District of Columbia's Taxicab Commission along with the Government of the District of Columbia would like to establish wheelchair-accessible taxi service in the District of Columbia and invites the submission of applications for a grant to help establish wheelchair accessible service to persons with disabilities. These funds are authorized by DC Law 6-97; D.C. Official Code § 50-301 et seq, the Wheelchair-Accessible Taxicab Promotion Fund Act of 2007, which establishes a fund "to encourage the purchase, operation and use of wheelchair-accessible taxicabs [and] to provide a required local match for the purposes of obtaining grant funding."

The Taxi Commission plans to:

- Host an information session on April 1, 2008 between 10:00am – 11:30am to discuss the Request for Application (RFA);
- Combine the use of the \$200,000.00 appropriated under this Act to support the federally funded New Freedom program administered by the National Capital Region Transportation Planning Board (TPB) of the Metropolitan Washington Council of Government's (COG) which has about \$1.65 million available. The New Freedom program aims to remove transportation barriers for persons with disabilities "above and beyond" what is required by ADA, including for the purchase of accessible taxis and for training of front-line employees, such as drivers;
- Award a grant to help New Freedom applicants meet federal match requirements, which are: 80% federal, 20% local for capital projects; 50% federal and 50% local for operating projects. Applicants will apply to the Taxi Commission to purchase and operate accessible taxis throughout the District of Columbia. Successful applicants will receive a letter of commitment to demonstrate the availability of matching funds which is required for a New Freedom application to the TPB. Applications to the TPB are due April 30, 2008; more information about the New Freedom program can be found www.tpbcoordination.org.
- Publicize the existence of the Fund and the process by which programs, taxi companies, owners and operators of taxi vehicles, other for-profit transportation providers and non-profit organizations may apply to the Fund;
- Make loans and grants from the Fund, including below-market rate or zero interest loans, so long as the loans are for the purposes of purchase, operation and use of wheelchair-accessible taxicabs within the District of Columbia;

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- Accept applications for these matching funds through a formal Request for Applications (RFA). Applicants must coordinate their request with their New Freedom request to show how the funds from the District of Columbia will be used for accessible taxis in the District.

Applicants selected for the District of Columbia Wheelchair-Accessible Taxicab Promotion Fund Act of 2007 funding will have to comply with the Federal Transit Administration requirements, including civil rights, procurement and drug and alcohol testing and regular performance, financial and milestone reports.

Please feel free to contact Ms. Sherry Tillman, sherry.tillman@dc.gov @ (202) 645-6018.

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2. TARGET POPULATION

The target population for this grant is all persons with disabilities that require wheelchair accessible transportation services. The applicant/company must operate in **“ALL”** Wards, one through eight, in the District of Columbia.

3. ELIGIBLE APPLICANTS/COMPANIES

- The Applicant/Company must be a provider of taxi or limousine services.
- The Applicant/Company must have a Certificate of Good Standing from the Department of Consumer and Regulatory Affairs.
- The Applicant/Company must be current in all of its Tax matters with the Government of the District of Columbia.

4. EVALUATION CRITERIA

The District of Columbia Taxicab Commission and a Review Panel will evaluate responses to this RFA for completeness and responsiveness regarding the needs of persons with disabilities and the strength of their financial proposal based on the following criteria:

(Note: The recommendations of the DC Taxicab Commission and its Review Panel are advisory and not binding on the DC Taxicab Commission)

- **20-points:** Program design effective to implement a world-class wheelchair accessible taxicab service program;
 - Effectiveness of operational plan
 - Completeness of operational plan
 - Implementation of schedule and timelines
 - Projected availability (number, times and days) of accessible taxicabs
 - Flexibility of service to customer
 - Quality assurance mechanisms
 - Customer service principles

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- **20-points:** Demonstrated applicant/company experience and staff expertise in executing the delivery of wheelchair accessible service to persons with disabilities;
 - Experience offering wheelchair accessible taxi service
 - Experience dispatching accessible taxi service
 - Experience and training in providing customer service to individuals with disabilities.
- **15-points:** Completeness and reasonableness of budget plan, including identification of financial resources to carry out the plan that is outlined in this RFA and to continue the program beyond the timeline of this RFA;
- **10-points:** Approach designed to coordinate with companies and organizations that serve individuals with disabilities;
- **10-points:** Ability to radio dispatch wheelchair accessible taxicabs effectively;
- **10-points:** Plan designed to effectively market wheelchair accessible taxi service to the targeted community;
- **10-points:** Plan designed to appropriately train drivers and other staff to service the disability community.
- **5-points:** Bonus for District of Columbia Taxicab and Limousine Companies

5. TIMETABLE & RESPONSE DEADLINE

Applications are due by **3:00 p.m. EST, Thursday, April 17, 2008.** Any submissions received after 3:00 p.m. will not be considered.

Taxicab and Limousine Company Owners are required to deliver their Applications (original and 5 printed copies) to: District of Columbia Taxicab Commission: 2041 Martin Luther King Ave, SE, Ste 204, Wash, DC 20020; Attn: Ms. Tillman

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6. MISCELLANEOUS

The District of Columbia Taxicab Commission will endeavor to follow the timetable set forth below (all days are calendar days unless otherwise note); however, the activities and timetable represented below are guidelines and are subject to change at the District's sole discretion and without prior notice:

Announcement Date	Wednesday, March 26, 2008
Solicitation Hearing	Tuesday, April 1, 2008
Request for Application (RFA) due to DCTC	Thursday, April 17, 2008 by 3:00 p.m., EST
Taxicab & Limousine Co Interviews	To Be Determined

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STATEMENT OF AFFIRMATION

In signing this document, I declare that all statements and documents submitted are true and correct.

Print Name

Signature

Date

Name of Company_____

Address of Company_____

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APPLICATION

Applicant Profile

Name of Company: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email and website: _____

Total Funds Requested: _____

Program Applying For:

(Check all that apply)

_____ District of Columbia Wheelchair-Accessible Taxicabs Promotion Fund of 2007

_____ **This funding will be used for the matching funds required under the TPB's
New Freedom Program**

_____ **This funding will be used for the matching funds required under the TPB's
Job Access Reverse Commute (JARC) Program**

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PROGRAM DESCRIPTION (attach additional sheets if needed)

Project Summary (20 points)

Applicant experience and staff expertise in delivery of service to persons with disabilities
(20 points)

Coordination with companies and organizations serving individuals with disabilities
(10 points)

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Dispatch system (10 points)

Marketing plan (10 points)

Training plan (10 points)

PROGRAM BUDGET (15 points)

<u>Description</u>	<u>Cost</u>	<u>Source of Funding</u>

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7. REQUIRED ATTACHMENTS:

- Company profile, including the location, telephone number, date of incorporation of the Applicant/Company;
- Certificate of Good Standing, which can be obtained from the Department of Consumer and Regulatory Affairs;
- Certification that the Applicant/Company is current in all of its Tax matters with the Government of the District of Columbia Office of Tax and Revenue;
- Budget Plan, identifying all expected costs of the program, specifying how the grant award will be used, and identifying sources of funding;
- List the names of all eligible drivers in its current pool of drivers that will service persons with disabilities. Drivers shall be in good standing with the District of Columbia Taxicab Commission, which includes a current hack license, clean, current driving record and proof of recent drug and alcohol testing results;
- Certification that the Applicant/Company has read and signed the Statement of Affirmation.
- Certifications Regarding:
 - Suspension and Other Responsibility Matters
 - Drug-Free Workplace Requirements

8. GENERAL PROVISIONS

A. Indemnification

The Grantee shall indemnify and hold harmless the Government of the District of Columbia, the District of Columbia Taxicab Commission and all its officers, agents and employees acting within the scope of their official duties against any and all assessments, fines or monetary penalties that may be imposed on the District of Columbia by order or judgment of any court of competent jurisdiction, or required pursuant to the terms of a consent order or consent decree or consent agreement, as a consequence or result of any act, omission or default or product and completed operation of the Grantee, its employees, agents or subcontractors in the performance of, or in connection with, any work required or performed under this Grant.

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B. Insurance

All insurance provided by the Grantee, as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance and Securities Regulation with a certificate of insurance to be delivered to the District's Grant Administrator within 10 (10) days of notice of award. The policies of insurance shall provide for at least thirty (30) days written notice to the District prior to their termination or material alteration.

C. Audits

At any time or times within the next twenty-four (24) months (even after the grant period has ended) the District may have the successful grantee ('s) expenditure statements, source documentation, and other financial records audited.

D. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving these grant funds.

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**9. CERTIFICATION: DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

As required by Executive Order 72549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

(a) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery falsification or destruction of records, making false statements, or receiving stolen property;

(b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a) of this certification; and

(c) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Print Name

Signature

Date

Name of Company_____

Address of Company_____

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10. CERTIFICATION: DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR part 67, Subpart F for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620;

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about ---

(1) The dangers of drug abuse in the workplace and

(2) The applicant's policy of maintaining a drug-free workplace.

(c) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(d) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Lafayette Barnes, Office of Partnerships and Grants Development, John A. Wilson Building, 1350 Pennsylvania Avenue, NW, Washington, DC 20004.

(e) Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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10. CERTIFICATION: DRUG-FREE WORKPLACE (cont'd)

- (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (c), (d), (e), and (f).

Print Name

Signature

Date

Name of Company_____

Address of Company_____

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STATEMENT OF AFFIRMATION

In signing this document, I declare that all Tax matters with the Government of the District of Columbia Office of Tax and Revenue are current and complete.

Print Name

Signature

Date

Name of Company_____

Address of Company_____